



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)
ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No. GTU/MCA /practical exam/7698

Date: 16/10/2018

Guidelines for MCA Practical / VIVA Examination (w.e.f. June 2018)

1. Duty Norms

Center – in - Charge	1 per Day	
GTU Coordinator	1 Per session	
Laboratory Experts	1 Per 30 students	
Internal Examiner	1 Per 60 students	
External Examiners	As per GTU orders	
Electrician	1 Per session	
Peon	1 Peons per session	

PS: Internal examiner is to be decided by an institute. He/she should be the person who had not taught practical in current semester.

2. Payments

- TA, DA and Exam remuneration to an examiner is to be paid by an exam center as per GTU norms (refer GTU website). Exam advance payment will be made available to exam center before commencement of practical exam by GTU

3. External Examiner

- Refer to GTU Portal for exam schedule/timing.
- Report exam center 30 minute prior to exam start time
- Make sure that practical papers are destroyed at the end of exam (Hard copy or softcopy) before leaving the exam center
- In the case of unavailability, report to parent institute with replacement well in advance
- In the case of any query related to question paper, report to GTU MCA Exam section
- At the end of Exam, papers sent via email must be destroyed from respective email boxes
- Conduct exam as per norms
- Do not accept duty if own/relatives son/daughter is appearing in the exam (respective semester)

4. GTU Coordinator is responsible for

- Allocate students as per norms
- Submit Video recording of practical exam similar to theory exam.
- Collect sealed cover containing final mark sheet and other content as per GTU norms for submission to GTU
- Get Video recording of practical exam similar to theory exam and verify the content clarity, get CD prepared and put a verification sign on it.

5. Institute Head/HOD is responsible for

- To make sure that correct subject expert data are filled up on GTU Web portal.

- Provide privacy for marks entry to external examiners and do not interfere in exam work
- Provide proper setup i.e. required tools are installed and working prior to exam as per syllabus
- Internet is to be made available as per need after consulting external examiners
- To make sure that no data is available in network and USB access is disabled on PCs in Lab.
- To make sure that only the authorized persons are permitted to enter in the exam center (restricted entry).
- To get ready - individual exam login for each student and provide it to individual student at the exam start time.
- To take necessary care if your students exam is going to be conducted at other center. Provide project group details/ latest subject wise count (if needed) to exam center at least before 6 working days from the date of exam in order to help the exam center authority to arrange multiple institute students perfectly for smooth conduct of exam
- If your students exam is going to be conducted at other center, provide details of any specific setup requirements for elective subjects, if needed for your students. Also verify the functioning /working of setup before two working days prior to start of exam to avoid last moment issues

6. Internal examiner is responsible for

- Take Attendance and mark present / absent
- Make sure that all student data is collected for CD copy
- Sign Hall ticket
- Maintain decorum of exam

I/C Controller of Examination